# University of Lausanne - Info sheet 2017-2018

## GENERAL INFORMATION

<table>
<thead>
<tr>
<th>Name of the Institution</th>
<th>Université de Lausanne / University of Lausanne</th>
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</thead>
<tbody>
<tr>
<td>Address</td>
<td>Université de Lausanne Unicentre Building CH-1015 Lausanne Switzerland</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.unil.ch">www.unil.ch</a> Phone: +41 21 692 11 11</td>
</tr>
<tr>
<td>Rector</td>
<td>Prof. Nouria HERNANDEZ</td>
</tr>
</tbody>
</table>

## INTERNATIONAL RELATIONS

### International Relations Office

The International Relations Office draws up and implements exchange and cooperation agreements.

<table>
<thead>
<tr>
<th>Address</th>
<th>Université de Lausanne International Relations Office Quartier UNIL-Dorigny Château de Dorigny CH-1015 Lausanne</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><a href="http://www.unil.ch/international">www.unil.ch/international</a> <a href="mailto:International@unil.ch">International@unil.ch</a> Phone: +41 21 692 20 20 Fax: +41 21 692 20 05</td>
</tr>
<tr>
<td>Head of the Office</td>
<td>Mr Denis DAFFLON <a href="mailto:Denis.Dafflon@unil.ch">Denis.Dafflon@unil.ch</a> + 41 692 20 26</td>
</tr>
<tr>
<td>Contact person for agreements with the Asia-Pacific region</td>
<td>Mr Marc PILLOUD <a href="mailto:Marc.Pilloud@unil.ch">Marc.Pilloud@unil.ch</a> +41 21 692 20 23</td>
</tr>
<tr>
<td>Contact person for agreements with Africa, America and Europe (except SEMP)</td>
<td>Mr Matthias BUESS <a href="mailto:Matthias.Buess@unil.ch">Matthias.Buess@unil.ch</a> +41 21 692 20 21</td>
</tr>
<tr>
<td>Contact persons for SEMP agreements (ex-ERASMUS)</td>
<td>Ms Sylvie KOHLI Ms Florelle UDRISARD <a href="mailto:Erasmus@unil.ch">Erasmus@unil.ch</a> +41 21 692 20 24/46</td>
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## STUDENT EXCHANGE

### Social Affairs and Student Mobility Service (SASME)

The Social Affairs and Student Mobility Service is in charge of all practical issues regarding exchange students.

<table>
<thead>
<tr>
<th>Address</th>
<th>Social Affairs and Student Mobility Service (SASME) Unicentre Université de Lausanne CH-1015 Lausanne</th>
</tr>
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<tbody>
<tr>
<td></td>
<td><a href="http://www.unil.ch/sasme">www.unil.ch/sasme</a> <a href="mailto:info.sasme@unil.ch">info.sasme@unil.ch</a> Phone: +41 21 692 21 13 Fax: +41 21 692 21 15</td>
</tr>
<tr>
<td>Head of the Office</td>
<td>Mr Cédric RYCHEN <a href="mailto:Cedric.Rychen@unil.ch">Cedric.Rychen@unil.ch</a> +41 21 692 21 14</td>
</tr>
<tr>
<td>Contact for SEMP exchange students and applications</td>
<td>Ms Maria VELASCO <a href="mailto:Maria.Velasco@unil.ch">Maria.Velasco@unil.ch</a> +41 21 692 21 16</td>
</tr>
<tr>
<td>Contact for exchange students outside SEMP and applications</td>
<td>Mr Olivier GOUMOENS <a href="mailto:Olivier.Goumoens@unil.ch">Olivier.Goumoens@unil.ch</a> +41 21 692 21 17</td>
</tr>
<tr>
<td>Secretariat for all exchange students</td>
<td>Ms Martina SALOMONI KNIGHT <a href="mailto:Martine.SalomoniKnight@unil.ch">Martine.SalomoniKnight@unil.ch</a> +41 21 692 21 13</td>
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IMPORTANT DATES 2017-2018

### Autumn semester

- Welcome day for exchange students: 14 September 2017
- Period of Courses: 19 September 2017 – 22 December 2017
- Christmas Holidays: 23 December 2017 – 11 January 2018
- Exams *: 12 January 2018 – 3 February 2018

### Spring semester

- Welcome day for exchange students: 16 February 2018
- Period of Courses: 19 February 2018 – 1 June 2018
- Easter Holidays: 30 March 2018 – 6 April 2018
- Exams *: 11 June 2018 – 7 July 2018

* Note that each Faculty arranges its exam sessions within the period mentioned above

**Deadline for applications for SEMP exchange**

- For the autumn semester: 31 May 2016
- For the spring semester: 15 November 2016

**Deadline for Medical Students (autumn and spring semesters)**: 30 April 2016

**Deadline for applications for other exchange agreements**

- For the autumn semester: 31 March 2017
- For the spring semester: 15 October 2017

For full academic calendar including public holidays [click here](#).

### TEACHING LANGUAGE

Most courses are taught in French. **Students' French language skills must be at least equivalent to level B2 of the CEFR.** More information and test of French. Students who do not meet this requirement shall enrol in the courses of French as a foreign language (see below). [Online learning platform](#).

At Bachelor level, several courses are taught in English at the Faculty of Business and Economics and at the School of Biology. At Master level, programmes taught in English are offered in Biology, Life Sciences, Geology, Environmental Geosciences, Business, Finance, Economics and English Literature. A PDF list of courses taught in English is available [on this page](#). Students wishing to attend these courses must have sound academic skills, and English language skills at least equivalent to the level B2 of the CEFR.

It is recommended for students wishing to attend courses taught in English to have at least a basic knowledge of French for daily life and social integration.

### COURSES IN FRENCH AS A FOREIGN LANGUAGE

**Cours de Vacances (Holiday courses in French)**

The Cours de vacances offers intensive courses in French language during the summer and winter breaks:

- 3-week courses (A1-C1 level)
- 3-week courses « Preparation to academic studies » (A1-C1 level)
- 6-week courses (A1-C1 level)
- 6-week courses for complete beginners (summer only)
- Possibility to get 5 ECTS credits for 3-week courses and 10 credits for 6-week courses (special conditions apply)

**Students must pay for these courses, unless explicitly included in the exchange agreement.**
Ecole de français langue étrangère (School of French as a foreign language)

The School of French as a Foreign Language offers courses in French language during the autumn and spring semesters for beginners to advanced students:

- Full-time classes for intermediate to advanced students;
- Supplementary classes (4 to 10 hours a week) for beginners to advanced students.

These courses are free of charge for exchange students.

ACADEMIC INFORMATION AND TRANSCRIPTS

Courses not open to exchange students:
- School of Medicine (except specific SEMP agreements)
- School of Criminal Justice
- MSc in Accounting, Control and Finance
- Some courses may require specific prerequisites and the approval of the Master programme's director
- Executive programmes (EMBA, MAS, etc.)

Credits and grades:
UNIL uses ECTS credits. The grading scale is from 0 (lowest grade) to 6 (highest grade).

More information

Course load:
There is no minimum requirement regarding the number of credits a student should take. However, we recommend students to take about 15 to 20 contact hours per week.

Transcripts:
Bilateral/General agreements: the original transcript is sent to the exchange office of the partner institution within 4 weeks after the end of the examination session.
Contact person: Mr Olivier GOUMOENS
Olivier.Goumoens@unil.ch
Phone: +41 21 692 21 17
Fax: +41 21 692 21 15

Info for incoming exchange students:
Academic Information for exchange students

HOUSING

University housing office:
UNIL cannot guarantee housing for all exchange students. Priority is given to overseas exchange students. University halls of residence are open to bachelor and master students only. Advanced studies and continuing education students (Master of Advanced Studies) have not access to university halls of residence. Students who did not get a room through our office can ask for a room rent list.

Address:
University housing office, Social Affairs and Student Mobility Service (SASME) Unicentre, CH-1015 Lausanne
Website: Logement@unil.ch
Phone: +41 21 692 21 21
Fax: +41 21 692 21 15

INSURANCE

Foreign students must have a health and accident insurance coverage that complies with Swiss regulations. If a foreign health and accident insurance does not offer the minimum coverage required by Swiss law, the exchange student will have to contract a Swiss health and accident insurance.

More information
VISA PROCEDURE
Students should apply to the Swiss diplomatic representation in their own country in order to complete the necessary administrative procedure. It is very important that these formalities are started within the time limits set, i.e. 2 to 3 months before their arrival in Switzerland. More information
Students coming from the countries of the European Union do not have to complete these formalities. Important: It is impossible to change a tourist visa into a student permit once the student has arrived in Switzerland. More information

RESIDENCE IN SWITZERLAND
Permission to reside
Upon arrival in Switzerland, the student must go personally to the Foreign Registration Office (Bureau des étrangers) of his/her town of residence. Cost of Residence Permit:
- Students from EU countries: CHF 65 to CHF 120, depending on the municipality of residence.
- Student from non-EU countries: CHF 150 to CHF 280, depending on the municipality of residence. More information
Residence Tax
There is also a residence tax, the cost of which is CHF 30 per month. More information

PRACTICAL INFORMATION FOR STUDENTS
Services available to exchange students
General advising and support
Mr Olivier Goumoens
Olivier.Goumoens@unil.ch
+41 21 692 21 17
Academic counselling
List of contact persons in the faculties
Peer programme
ESN Lausanne Xchange UNIL:
http://unil.esn.ch/
Life on campus
Web page
Culture
http://www.unil.ch/culture
Sports
http://sport.unil.ch
Student card and Student ID
Each student will receive a student card (Campus card), an ID (username and password), and an email address. More info about the student card More info about computer services
University Library
www.bcu-lausanne.ch
The activated Campus card is required to borrow a book.
Recommended arrival dates
(Assume: arrival date depends from the dates in the Housing Contract students receive about one month before the beginning of the semester)
Autumn semester:
First week or beginning of the second week of September
Spring semester:
Second week of February
Airport pick-up service
The ESN student association can organize pick-up service at Geneva airport or Lausanne train station. Contact: esn@asso-unil.ch

USEFUL WEBSITES
International relations
www.unil.ch/international
Programmes and courses
www.unil.ch/enseignement
Students’ handbook
www.unil.ch/bienvenue/handbook
Practical info for incoming students
www.unil.ch/bienvenue
UNIL
www.unil.ch